

~~SECRET~~~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Basic School

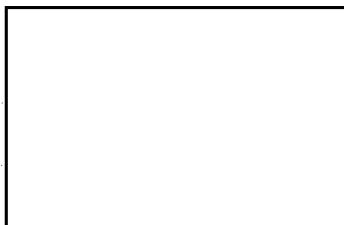
DATE: 20 March 1956

FROM : Chief Instructor, Basic Orientation

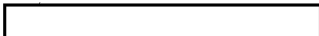
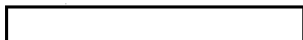
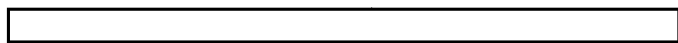
SUBJECT: Weekly Activities Report - 14 March through 20 March 1956

1. Significant Items

The following persons were briefed in FI/RI on Monday, 19 March and in the Office of Central Reference on Tuesday, 20 March:

2. Outside Activities

Nothing to report.

3. Personnel Notesa.  was on sick leave Thursday, 15 March.b.  was on sick leave Monday, 19 March.c.  will begin the World Communism Course on Monday, 26 March.~~CONFIDENTIAL~~~~SECRET~~~~CONFIDENTIAL~~

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 20 March 1956

FROM : Chief, Clerical Training

SUBJECT: Week of 13 - 19 March 1956

1. Numbers in Clerical Induction Training. During the week of 13 March there were 37 people in Clerical Induction Training. At the same time last year there were 39.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were 19 people for the week of 13 March. One year ago there were 27.

3. Mathematics Class Terminated. This class ended on 16 March after the necessary topics had been covered -- Fractions, Percentages, Ratios, and Proportions -- and a number of problems were solved for a clear understanding of these phases of mathematics. There was a suggestion of a possible course in algebra. This may be helpful to certain personnel in CIA, but the clerical personnel of which this class was comprised did not have a need for it. Throughout the course the members of the class appeared enthusiastic and willing to glean as much as possible from the lectures and problem-solving periods. According to the group these basic elements of mathematics were directly applicable to their work in their respective offices. This concludes that the course was effective and fruitful.



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OTR/CT:MAH:dmg (20 March 1956)

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